



Bureau of the Public Debt's
Administrative Resource Center

Human Resources Directive Franchise Services

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Review Date:

Subject: Career Transition Assistance Plan (CTAP)

1. **PURPOSE**

This directive establishes policy for the Career Transition Assistance Plan (CTAP). CTAP is designed to help surplus and displaced employees take charge of their own careers.
2. **SCOPE**

This directive covers employees GS-1 through GS-15 identified as surplus and displaced. It provides policies and procedures for special selection priority when filling vacant positions.
3. **AUTHORITY**

Presidential Memorandum, "Career Transition Assistance for Federal Employees," dated September 12, 1995.

5 CFR 330, Subparts F, G, K, and L.
4. **DEFINITIONS**
 - a. Agency: An Executive Department, government corporation, or independent establishment as cited in 5 USC 105.
 - b. Component: The first major subdivision of an agency that is separately organized and clearly distinguished from other components in work function and operation. Not all Franchise customers of ARC can be broken down into components (e.g., Federal Mine Safety and Health Review Commission). When a customer organization cannot be broken down into components the term "component" shall then have the same definition as agency. The smallest component for customer organizations whose employees reside on Public Debt's roles will be Public Debt.
 - c. Displaced Employee:
 - (1) A current career or career conditional competitive service employee:
 - (a) Serving in Tenure Group I or II.
 - (b) At grade GS-15 or equivalent and below.
 - (c) Who has received a specific Reduction-in-Force (RIF) separation notice or proposed removal for declining a directed reassignment or transfer of function outside the local commuting area.
 - (2) A current excepted service employee:
 - (a) Serving on an appointment without time limits.
 - (b) At grade GS-15 or equivalent and below.
 - (c) Who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service.

- (d) Who has received a RIF separation notice or proposed removal for declining a directed reassignment or transfer of function outside the local commuting area.

d. Surplus Employee:

- (1) A current career or career conditional competitive service employee:
 - (a) Serving in Tenure Group I or II.
 - (b) At grade GS-15 or equivalent and below.
 - (c) Who has received a notice of expected separation or other certification stating the position is surplus.
- (2) A current excepted service employee:
 - (a) Serving on an appointment without time limits.
 - (b) At grade GS-15 or equivalent and below.
 - (c) Who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service.
 - (d) Who has received a notice of expected separation or other certification stating that the position is surplus.

e. Eligible CTAP Employee:

- (1) A surplus or displaced employee who is still on agency rolls.
- (2) Has a current performance rating of record of "meets" or equivalent.
- (3) Is being considered for a vacancy at or below the grade level of his/her position of record. The vacancy may not have greater promotion potential than his/her position of record.
- (4) Supplies all necessary proof of eligibility with the application for a vacancy.
- (5) Is in a job in the same local commuting area as the vacancy.
- (6) Found to be well qualified for the vacancy.

f. Eligibility begins on the date the employee is given a:

- (1) RIF separation notice.
- (2) Certificate of expected separation.
- (3) Notice of proposed separation.
- (4) Other official certification that identifies the employee as being in a surplus organization or occupation.

g. Eligibility expires on the earliest of the following:

- (1) The RIF separation date.
 - (2) The date the employee resigns or retires.
 - (3) The date of separation under adverse action procedures for declining a directed reassignment or transfer of function outside the local commuting area.
 - (4) Cancellation of the RIF or other official notice.
 - (5) When an eligible employee accepts a career, career conditional, or excepted appointment without time limit in any agency at any grade level.
 - (6) When an eligible employee declines a career or career conditional appointment or excepted service appointment without time limit. The employee must have applied for the position and been rated well qualified.
- h. Proof of Eligibility:
- (1) RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function out of the local commuting area, or
 - (2) Any official agency certification that verifies the employee is in a surplus position.
 - (3) A Standard Form 50 or official documentation that verifies the grade level and full performance level of the employee's position of record.
 - (4) Proof that the employee has a current performance rating of record of at least "meets" or equivalent.
- i. Local Commuting Area: The geographic area that includes any city and surrounding localities where someone can reasonably be expected to travel back and forth to work.
- j. Vacancy: Any competitive service position that will last 121 days or more, including extensions, which the agency is filling regardless of whether a specific vacancy announcement is posted.

5. SPECIAL SELECTION

- a. When filling a vacancy, eligible employees must be given the special selection priorities identified below unless doing so would cause an employee of the component to be separated by RIF. (See Section 6 for exceptions.)
- b. The required selection order is:
 - (1) Displaced component CTAP eligibles within the local commuting area.
 - (2) Surplus component CTAP eligibles within the local commuting area.
 - (3) Component employees who are being placed because of a settlement of a formal complaint, grievance, appeal, or other litigation.
 - (4) Displaced agency CTAP eligibles within the local commuting area.

- (5) Surplus agency CTAP eligibles within the local commuting area.
- (6) Employees on the agency's Reemployment Priority List.
- (7) Displaced eligible employees of other Federal agencies (as identified by 5 CFR, Part 330, subparts G, K, and L).

You cannot select an individual from categories 2 through 7 above if there is an eligible individual in a higher category (with 1 being the highest category).

Employees of the customer component who are neither displaced nor surplus and who are currently employed in the local commuting area of the vacancy may be considered and selected ahead of employees in categories 4 through 7 above.

Agency employees who are neither displaced or surplus may be considered and selected ahead of employees in categories 6 and 7 above.

Applicants from other Federal agencies who are neither displaced nor surplus or applicants from outside the government may be considered and selected after determining that there are no eligible employees in categories 1 through 7 above.

6. EXCEPTIONS

Exceptions to the order for filling a vacancy:

- a. Reemployment of a former agency employee exercising regulatory or statutory reemployment rights.
- b. Position changes resulting from disciplinary/adverse actions and actions based on unacceptable performance.
- c. Temporary appointments that do not exceed 120 days.
- d. Exchange of positions between or among employees when the action does not increase grade or promotion potential.
- e. Conversion of an employee from an excepted appointment to a competitive appointment where permitted.
- f. Placement under RIF regulations.
- g. Noncompetitively putting an employee in a different position due to formal reorganization when the old position is eliminated.
- h. Assignment made under the Intergovernmental Personnel Act (IPA).
- i. Filling a position through an excepted appointment.
- j. Details.
- k. Time-limited promotions that do not exceed 120 days, including extensions.
- l. Noncompetitively moving surplus or displaced employees of the agency in the same commuting area.
- m. Movement of excepted service employees within the agency.

- n. Placing an employee who is unable to provide useful and efficient service in his or her current position because of a medical condition.
- o. A placement that is defined by statute as a “reasonable offer.”
- p. Career ladder promotions, position changes resulting from reclassification actions, application of a new position classification standard.
- q. Recall of seasonal or intermittent employees from non-pay status.
- r. Internally placing an injured or disabled worker in a position in which he or she can be reasonably accommodated.
- s. An action taken by the head of the agency or their designee to settle a formal complaint, grievance, appeal, or other litigation.
- t. An action taken to return an employee to his or her original or similar position during a supervisory probationary period.
- u. The retention or subsequent conversion of individuals whose positions are brought into the competitive service.
- v. The retention of an employee when the Office of Personnel Management (OPM) has approved a variation based on unnecessary hardship or difficulties in complying with the regulation.
- w. Reemployment of a former agency employee retired under a formal trial retirement and reemployment program seeking reemployment.
- x. Noncompetitively moving employees between agencies as a result of reorganization, transfer of function, or mass transfer.
- y. Placing a member of the Senior Executive Service who has guaranteed placement rights in a non-SES position.
- z. Appointment, conversion, selection, or promotion made under special authorities. Examples: Veterans' Readjustment Act (VRA) appointments, selections from re-employment priority lists, and appointments of disabled individuals.

7. POSTING VACANCIES

- a. All vacancies must be announced unless filled by a CTAP eligible or one of the exceptions in Section 6.
- b. If the area of consideration is greater than the component, the vacancy must be posted in USA JOBS.
- c. Announcements will include how CTAP eligible employees can apply, proof of eligibility required, and how “well qualified” is determined.

8. WELL QUALIFIED

- a. In addition to meeting qualification standards--eligibility requirements, medical qualifications, suitability, minimum education, and experience--an applicant must:
 - (1) Meet selective factors where applicable.
 - (2) Be physically and mentally qualified, with reasonable accommodation, to perform the essential duties of the position.

- (3) Meet any special qualifying condition(s) that OPM has approved for the position.
- (4) Be able to satisfactorily perform the duties of the position upon entry.
- (5) Meet the very good level of the critical KSAs as identified by management and defined on a crediting plan.

b. If a surplus or displaced employee is determined to be not well qualified, an independent second review will be conducted. A senior specialist or a Human Resources Supervisor who was not involved in the original rating process will conduct the second review. The applicant will be advised in writing of the results of the second review.

**9. CONSIDERATION
AND SELECTION**

- a. Eligible CTAP employees:
 - (1) May be selected for vacancies that have not been announced.
 - (2) Must apply for announced agency vacancies and submit all required documentation by the closing date of the announcement.
 - (3) Will be selected before any other candidate under the priority selection order if they are well qualified for the position.
 - (4) Will receive a written notice whether or not they were found well qualified.

NOTE: Any well qualified CTAP candidate may be selected. All well qualified CTAP candidates will be notified when another well qualified CTAP eligible is selected.

10. CAREER TRANSITION

- a. Career transition services will be available to all surplus and displaced agency employees covered by this directive.
- b. Career transition services will consist of outplacement services; e.g., resume preparation, skills assessment, and job search techniques.
- c. Information will be provided to each employee on Federal, state, and local assistance to support career transition.
- d. Employees will be excused for a reasonable period of time to use outplacement or career transition services.
- e. Employee Assistant Program (EAP) services will be available as part of outplacement services.

**11. OFFICE OF PRIMARY
INTEREST**

Human Resources Division, Administrative Resource Center
Franchise Customers (as appropriate)

Thomas W. Harrison, Executive Director
Administrative Resource Center